



Virginia Department of Motor Vehicles

RFP# 154:6-049 Public Relations Contractor
Questions Received by 3:00pm Deadline on 4/7/06

Question #	
1	There are two addresses listed on the RFP, the Purchasing Department and an 'on-site location', Which should we send our response to?
Answer	Proposals, if mailed or hand delivered should be sent: Attention Becky Babb, VCO Procurement Specialist Senior, Purchasing Department, Room 319, 2300 West Broad Street, Richmond, VA 23220
2	I see that cost is listed as an item in your evaluation (section V) and mentioned in section X, but it is not detailed under section IV: Proposal Preparation and Submission Instructions. Is there a specific format you want for this? And is there already a determined budget for this project?
Answer	Offerors shall submit their pricing for this project in any format that covers the required full fixed cost of the Public Relations Contracting project. Can be in the form of hourly rates multiplied by number of weeks and hours worked, or a flat fixed rate. There is not a pre-determined budget for this project.
3	Section IV.A.1.e asks for a sample final report. Can we submit a final report we have done for a previous project, or does it need to be specific to your rfp?
Answer	As per the RFP, Offerors shall provide a detailed description of the final report to be submitted at project conclusion. Offeror should submit a sample of their final report with their proposal. If an existing final report from a previous project matches the description of the final report that will be completed for this project, then that would be acceptable.
4	Do we need to return the first page of the RFP signed with our proposal? It looks like it would need to be, but is not mentioned in anywhere in the RFP as needing to be returned.
Answer	Yes, all Offerors shall return as part of their proposal submission a signed copy of the cover page of this RFP.
5	It appears that the Contractor would need to travel. RFP states that DMV will reimburse travel and lodging expenses.
Answer	Public Relations Contractor will not be required to work full-time at the On-Site location specified in the RFP, but will be required to occasionally attend face-to-face meetings at the site with the DMV Project Manager and Media Buyer Contractor. All other communications could be completed via phone and email. Actual travel and any lodging accommodations will be reimbursed up to the amount(s) specified in the Virginia State Travel Regulations (link provided in RFP).